

There is a job vacancy in the **BAY COUNTY EXECUTIVE'S OFFICE.**

JOB TITLE: Executive Assistant – Office of the County Executive

RATE OF PAY: \$12.89 per hour entry, progressing to
\$15.43 per hour (TA-06)*

**May qualify for higher wage classification of \$14.29 per hour entry, progressing to \$17.15 per hour after two years (TA-07) – only if candidate has a 4 year degree from an accredited college in Political Science, Information Technology, Communications, or closely-related major and at least one year's experience in a similar administrative capacity.*

Full-time, non-union, at-will position

General Summary: Acts as the primary receptionist for the County Executive's Office. Greets and announces visitors to the office and renders assistance as required. Performs routine clerical tasks requiring understanding of County Administration activities and some exercise of judgment. Activities are usually under general supervision with close supervision of new assignments. Excellent customer skills, analytical ability, and strong self-starter qualities a must. Maintains social media ventures as well as the County Website. Supports Corporation Counsel in administrative and research tasks. Excellent technical computer skills vital. This description is general and is not intended to be all-inclusive.

Typical Duties:

Administrative Duties

1. Keyboarding in Microsoft Office Suite programs and Word Perfect from a variety of sources and compiling finished reports.
2. Process financial documents and create reports.
3. Draft letters to constituents and provide research for speeches and other mass communications.
4. Maintains County Executive and reporting departments in social media endeavors.
5. Performs routine research and administrative tasks for Corporation Counsel on a regular basis.
6. Maintain historic records.
7. Provide counter assistance and perform various duties relating to mail and communications.
8. Other routine clerical duties as required, such as keyboarding, filing, copying, mailing, scanning, etc.
9. Assist with coordination of interns as required.
10. Photographer and videographer.
11. Maintain certain county databases of employees, phones, and other pertinent information.
12. The duties associated with this position depend on a variety of circumstances and may change frequently. Irregular hours are sometimes required.

Technology -Based Duties

1. Assists and occasionally leads Bay TV and video page insertion to Bay 3 TV and performs various archiving and booking of information into compatible data storage.
2. Maintains social media, including the County Website.
3. Compiles and drafts information into the newsletter.
4. Performs and compiles surveys (Survey Monkey) as required.
5. Other technology-based tasks as required.

Qualifications: Six months of closely related experience required. Keyboarding 60 wpm (corrected). May be required to take tests regarding proficiency in office programs. Must be professional in appearance and demeanor at all times, demonstrating patience and perseverance with all constituents. Two-year college degree or equivalent experience required.

Physical Requirements: The following are essential job requirements, to be accomplished with or without reasonable accommodations: Must be able to transport up to 20 pounds occasionally, have a valid operator's license, and be able to perform routine bending and lifting.

Make application online at www.baycounty-mi.gov or in person at the Bay County Personnel Department, 515 Center Avenue, Bay City, MI 48708, no later than **4:00 p.m. Wednesday, July 30, 2014.**

An Equal Opportunity Employer

"Bay County does not discriminate on the basis of race, color, religion, national origin, sex, age, height, weight, marital status, physical or mental limitation, familial status, sexual orientation, or gender identity/expression."